

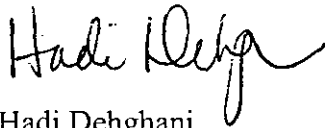
**CITY OF SAN DIEGO
MEMORANDUM**

DATE: November 15, 2007
TO: Honorable Mayor and Council
FROM: Hadi Dehghani, Personnel Director
SUBJECT: Exemption of a Program Coordinator Position from the Classified Service

On November 15, 2007, the Civil Service Commission reviewed a request from the Business Office Director to exempt a Program Coordinator position from the Classified Service. This position will serve as the Policy Advisor and will report to the Business Office Director. The position will be responsible for drafting guidelines for Mayoral departments in compiling tactical plans, in obtaining leadership approval of their tactical plans, and in publishing their tactical plans in budget documents.

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempt from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, the Commission finds that it meets the intent of Charter Section 117. If additional information would be of assistance in your consideration of this matter, staff is available to respond with details as necessary.



Hadi Dehghani
Personnel Director

HD:PH

000417

CITY OF SAN DIEGO
M E M O R A N D U M

DATE: November 9, 2007
TO: Civil Service Commission
FROM: Hadi Dehghani, Personnel Director
SUBJECT: Request to Exempt a Program Coordinator Position from the Classified Service

The Business Office Director has requested that a Program Coordinator position be exempted from the Classified Service.

This position will serve as the Policy Advisor and will report to the Business Office Director. The position will also be responsible for "drafting guidelines for Mayoral departments to follow in compiling tactical plans, in obtaining leadership approval of their tactical plans, and in publishing their tactical plans in budget documents."

Charter Section 117 states that the Unclassified Service shall include "managerial employees having significant responsibilities for formulating and administering department policies and programs. Each such position shall be exempt from the Classified Service by ordinance, upon the initiation of the appropriate appointing authority and after receiving the advisory review and comment of the Civil Service Commission and approval of the City Council."

Upon review of the duties and responsibilities of this position, staff finds that it meets the intent of Charter Section 117. Based on the above, it is recommended that this request be approved.



Hadi Dehghani
Personnel Director

Attachment

HD:PH:am
I:\CSC\CSC Items\07\Nov 15\exempt Program Coordinator.doc



THE CITY OF SAN DIEGO
MAYOR JERRY SANDERS

M E M O R A N D U M

DATE: September 28, 2007

TO: Civil Service Commission via Rich Snapper, Personnel Director

FROM: Anna Danegger, Business Office Director

SUBJECT: Request to Exempt Policy Advisor Position from the Classified Service

In accordance with Charter Section 117, the Business Office requests exempting a temporary Policy Advisor position from the classified service.

The Policy Advisor position will report directly to the Business Office Director, supporting programs undertaken by the Business Office and the Mayor's Policy team in the Community & Legislative Affairs group. This position is being created on a temporary basis to assist in policy activities for the Business Office and Community & Legislative Affairs.

Duties Relating to Business Office Responsibilities

The Business Office is responsible for developing and implementing the City Management Program, a program that entails the creation of strategic and tactical plans and that encompasses each Department within the City developing and reporting performance measures. In this first Program year, there are a number of policies that need to be developed to formalize the tactical planning and reporting process. The Policy Advisor will be responsible for drafting guidelines for Mayoral departments to follow in compiling tactical plans, in obtaining leadership approval of their tactical plans, and in publishing their tactical plans in the budget documents. Developing these guidelines will require coordination among (at a minimum) the Business Office, Community & Legislative Affairs, and Financial Management. In addition, as appropriate, portions of these guidelines should be reviewed with stakeholders, including Department Directors, Council, and the Independent Budget Analyst to ensure that expectations regarding performance measures and performance reporting are set appropriately.

In addition to developing policy guidelines, the Policy Advisor will be expected to implement the guidelines as pertaining to receiving approval from leadership on tactical plans and incorporating the tactical plans in the budget document, and will be expected to refine the policy guidelines as appropriate after an initial test implementation.

000421

REQUEST FOR COUNCIL ACTION

CITY OF SAN DIEGO

1. CERTIFICATE NUMBER
(FOR AUDITOR'S USE) 58
12/04

TO:
CITY ATTORNEY

2. FROM (ORIGINATING DEPARTMENT):

BUSINESS OFFICE

3. DATE:
11/15/2007

4. SUBJECT:

Establishment and Exemption of a Program Coordinator

5. PRIMARY CONTACT (NAME, PHONE & MAIL STA.)

Anna Danegger, MS 9A

6. SECONDARY CONTACT (NAME, PHONE & MAIL STA.)


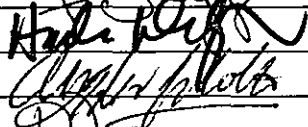
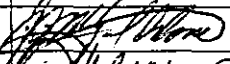
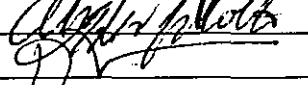
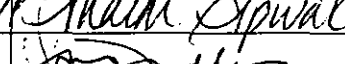
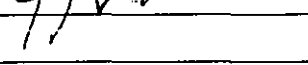
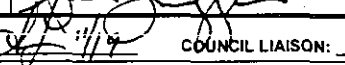


x 66107

7. CHECK BOX IF REPORT TO
COUNCIL IS ATTACHED ☒

8. COMPLETE FOR ACCOUNTING PURPOSES

FUND					9. ADDITIONAL INFORMATION / ESTIMATED COST:
DEPT.					
ORGANIZATION					
OBJECT ACCOUNT					
JOB ORDER					
C.I.P. NUMBER					
AMOUNT					

10. ROUTING AND APPROVALS

ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
1	DEPARTMENT DIRECTOR		15 Nov 07	8	DEPUTY CHIEF		
2	PERSONNEL		15 Nov 07	9	COO		11/14/07
3	FM		11/15/07	10	CITY ATTORNEY		11/16/07
4	DCOO, COMM & LEGIS		11/15/07	11	ORIGINATING DEPARTMENT		15 Nov 07
5					DOCKET COORD: 	COUNCIL LIAISON: 	11/15/07
6				✓	COUNCIL PRESIDENT <input type="checkbox"/> SPOB <input checked="" type="checkbox"/> CONSENT <input type="checkbox"/> ADOPTION		
7					COUNCIL DATE: 12/4/07		

11. PREPARATION OF:

☐ RESOLUTION(S)

☐ ORDINANCE(S)

☐ AGREEMENT(S)

☐ DEED(S)

An ordinance establishing the position of a Program Coordinator, and exempting it from the classified service, as approved by the Civil Service Commission on November 15, 2007.

11A. STAFF RECOMMENDATIONS:

12. SPECIAL CONDITIONS:

COUNCIL DISTRICT(S):

COMMUNITY AREA(S):

ENVIRONMENTAL IMPACT:

HOUSING IMPACT:

OTHER ISSUES:

ORDINANCE NUMBER O-_____ (NEW SERIES)

DATE OF FINAL PASSAGE _____

AN ORDINANCE EXEMPTING A PROGRAM COORDINATOR
POSITION FROM THE CLASSIFIED SERVICE.

WHEREAS, on November 15, 2007, the Civil Service Commission reviewed a request from the City's Business Office Director to exempt a Program Coordinator position from the classified service; and

WHEREAS, this position will serve as a Policy Advisor and will report to the Business Office Director; and

WHEREAS, this position will be responsible for drafting guidelines for Mayoral departments in compiling tactical plans, obtaining leadership approval of those plans and publishing tactical plans in budget documents; and

WHEREAS, the Civil Service Commission has reviewed the justification for exempting the position from the classified service and has found that the duties and responsibilities of the position meet the intent of Charter section 117, as confirmed in a memo from the Personnel Director to the Mayor and Council dated November 15, 2007, attached hereto as Attachment A; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of San Diego, as follows:

Section 1. That pursuant to section 117(a)17 of the City Charter, after having been reviewed and commented upon favorably by the Civil Service Commission on November 15, 2007, as meeting the Charter criterion for exemption from the classified service, and after having considered and reviewed the Report thereon from the Personnel Director to the Mayor and City

Council dated November 15, 2007, attached hereto, the position of Program Coordinator, reporting to the Business Office Director, is hereby exempted from the classified service and declared to be in the unclassified service of the City of San Diego.

Section 2. That a reading of this ordinance is dispensed with prior to its passage, a written or printed copy having been available to the City Council and the public prior to the day of its passage.

Section 3. This ordinance shall take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: MICHAEL J. AGUIRRE, City Attorney

By Sharon B. Spivak
Sharon B. Spivak
Deputy City Attorney

SBS:nah
11/16/2007
Or.Dept:Mayor
O-2008-73

I hereby certify that the foregoing Ordinance was passed by the Council of the City of San Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor